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**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
Underhill Town Hall  
Tuesday, August 2, 2016, 6:00 p.m.**

**Selectboard:** Cliff Peterson, Rick Heh and Kurt Johnson

**Town Staff:** Nate Sullivan, Andrew Strniste and Brian Bigelow

**Public:** Ruth Miller (MMCTV), Peter Czaja, Roger Frey

**6:00 p.m. Call to order, adjustments to agenda.** Meeting called to order by Chair. Additions to the agenda: High Risk Rural Road contract, Brian Bigelow vacation rollover and April 26, 2016 minutes correction added to New Business, add Septic Overshadow notice to the Demarest portion of Executive Session and Andrew Strniste to the Personnel portion of Executive Session.

**6:02 p.m. Public Comment Period.** None

**6:03 p.m. Executive Session.** Consensus of Board to expedite the Executive Session related to personnel issues. Cliff Peterson moved to enter Executive Session with staff to discuss personnel issues in accordance with 1 VSA §313(a)(3). Rick Heh seconded and the motion passed 3-0. At 6:32 p.m. Cliff Peterson moved to exit Executive Session. Rick Heh seconded and the motion passed 3-0.

Cliff Peterson moved to have the Town make an offer of employment to Alex Angelino for the vacant full time spot on the Highway Department with a compensation rate of \$18.24/hour. At the end of six months of satisfactory performance the hourly rate will increase to \$19.24. Rick Heh seconded and the motion based 3-0.

Cliff Peterson moved to appoint Andrew Strniste as Acting Zoning Administrator to start at close of business August 10, 2016. Rick Heh seconded and the motion passed 3-0.

**6:34 Old Schoolhouse #5 Steering Committee.** Discussion ensued with Peter Czaja and Roger Frey about a proposal for limited improvements to the second floor to allow for storage that would in turn free up the lower level for more active use. Not all invoices have been submitted but it is estimated that approximately \$5,000 remains from the original \$40,000 amount. Demolition, carpentry, electrical and drywall work would be required for this phase. Steering Committee's spreadsheet dated 8/1/2016 was reviewed. Steering Committee offered to provide General Contractor oversight of the work. Contractors would be hired and paid by the Town. By consensus the Board agreed with the concept.

Cliff Peterson moved to approve, on the condition that funds are available, up to \$5,000 for interior second floor work as proposed and that the Chair be authorized to work out the details. Rick Heh seconded and the motion passed 3-0.

**6:53 Old Business**

**2016 Winter Sand Hauling Bid.** Board and staff reviewed results of reference checks of low bidder Adam Stone. Cliff Peterson moved to accept the Adam Stone Trucking bid of \$3.75/ton to haul 4,500 tons for a total price of \$16,875. Rick Heh seconded and the motion passed 3-0.

**Hunt Access Permit (RA068T).** Draft decision discussed. Consensus of Board is to have staff make a change to signature portion. Item to be readdressed later in the evening.

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**Warrants.** By consensus the Board reviewed and signed current warrants.

**7:08 p.m. New Business**

**Request for Proposal re: Town Hall Roof Project.** Draft RFP reviewed by Board and staff. Changes made from earlier draft noted and others proposed. Cliff Peterson moved to make changes as discussed and publish the Request for Proposal. Rick Heh seconded and the motion passed 3-0.

**Request for Proposal re: Cracksealing and Patching Project.** Draft RFP reviewed by Board and staff. Changes made from earlier draft noted and others proposed. Cliff Peterson moved to make changes as discussed and publish the Request for Proposal. Rick Heh seconded and the motion passed 3-0.

**2016 Harvest Market:** Annual request from Harvest Market Steering Committee reviewed (letter dated July 3, 2016). Proposal includes closing Park Street on the north side of the Underhill Flats Common, utilization of the Common, parking prohibition along Park Street and signage within the public right-of-way for the weekend of September 24-25, 2016. All proposals are consistent with previous years'. Shuttles and off-site parking will be utilized. Cliff Peterson moved to approve request as submitted. Rick Heh seconded and the motion passed 3-0.

**ArcGIS Software:** With resignation of Zoning Administrator, additional license question deferred at this time.

**Independent Contractor Professional Liability Insurance:** Consensus of Board is that all individuals retained are to be insured, but the issue is moot at the moment.

**High Risk Rural Road Program.** Contract for 2013 proposal for improved signage on the west end of River Road received and reviewed by Board. Cliff Peterson moved to approve High Risk Rural Roads Program Contract #FM0188 as approved by Underhill Selectboard 9/26/2013 and that the Chair be authorized to sign. Rick Heh seconded and the motion passed 3-0.

Board discussed how the signage may help with the transition speed questions raised during the River Road Speed study. Additional discussion about speed control measures. Chair to discuss with Finance Director regarding available funding for speed feedback signs, both fixed and mobile. Town Administrator to look into costs.

**Town Administrator Vacation Carry Over.** Brian Bigelow will have 16 hours of vacation unused as of his anniversary on 8/5/2016. Cliff Peterson moved to authorize the Town Administrator to carry 16 hours of vacation time into the upcoming year. Rick Heh seconded and the motion passed 3-0.

**Minutes of April 26, 2016.** Staff discovered that April 26 Regular Selectboard minutes were incorrect. Three lines were missing from the top of the second page. Cliff Peterson moved to accept the April 26, 2016 minutes in the corrected form rather than the defective form originally signed on May 10, 2016. Rick Heh seconded and the motion passed 3-0.

**7:38 p.m. Minutes.** Cliff Peterson moved approval of minutes of the July 19, 2016 Regular Selectboard meeting as submitted. Rick Heh seconded and the motion passed 3-0.



**7:29 p.m. Member Items, Correspondence, Announcements, Schedule:** Notice made of the next Regular Selectboard meeting being held on August 16, 2016.

- Status of culvert near the intersection of Cilley Hill and Vermont Route 15 discussed, awaiting information from VTrans.
- Flats Sidewalk status reviewed. Easements process has been initiated. Staff still anticipating 2017 construction.
- Vermont State Police data for calls in Underhill from January 1, 2015 and July 14, 2016 received (68 incident types, 516 incidents total). Staff directed to ask if they can be broken down further.
- 2016 Hazard Mitigation Plan. Offer made by CCRPC to present first draft to Selectboard and/or Planning Commission. Selectboard defers to Planning Commission at this stage.
- Notice made receipt of Zoning Administrator Jim Baker's Letter of Resignation.
- Receipt of Demarest 'Overshadowing' letter relative to application for a State water/wastewater permit.

**8:13 p.m. Executive Session.** On a motion made and seconded and based on specific findings that premature disclosure would severely prejudice the Selectboard and Town, the Selectboard voted 3-0 to go into Executive Session pursuant to 1 VSA 313(a)(1)(E)-(F) (Repa Trail and Demarest litigation and overshadowing notice).

**8:38 p.m.** On a motion made, seconded and passed 3-0, the Selectboard exited executive session. No actions taken.

**8:40 p.m. Hunt Access.** Rick Heh moved to approve the Hunt Access Permit at 68 Range Road as per the Decision and Conditions date August 2, 2016. Kurt Johnson seconded and the motion passed 2-1 (Cliff Peterson voting against.).

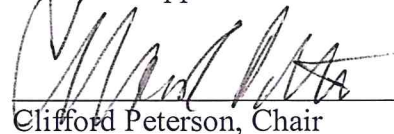
**8:41 p.m. Adjournment:** On a motion made by Rick Heh and seconded by Kurt Johnson the Selectboard voted 3-0 to adjourn.

**8:42 p.m. Town of Underhill Liquor Control Board.** The Underhill Selectboard convened as the Liquor Control Board to discuss the malt, vinous and/or spirituous liquors catering application of Sugarsnap LLC for a wedding at 165 Deane Road on August 13, 2016. On a motion made and seconded and passed 3-0 the application was approved.

**8:45 p.m. Adjournment:** On a motion made by Rick Heh and seconded by Kurt Johnson the Liquor Control Board voted 3-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



Clifford Peterson, Chair

8/16/2016  
Date